

Sample Form (could be used as a check list when observing and as the self-evaluation and evaluation form)

## Staff Evaluation

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**F= Frequently**      **O= Occasionally**      **N= Never**

General Work Habits	F	O	N	Anecdotal Notes
Arrives on Time				
Reliable in attendance				
Responsible in carrying out job duties				
Aware of health and safety matters				
Is flexible with scheduling and helping in other classrooms, etc.				
Has a positive outlook				
Understands sick and vacation policy				
Maintains confidentiality regarding children and Center information				
Interaction With Children	F	O	N	Anecdotal Notes
Friendly, warm and loving				
Speaks with children at their level				
Greets children by name				
Speaks with a calm voice to children				
Uses positive behavior management techniques				
Avoids and discourages labeling and stereotyping				

<b>Interaction With Children</b>	<b>F</b>	<b>O</b>	<b>N</b>	<b>Anecdotal Notes</b>
Shows respect for each child				
Acknowledges each child's accomplishments				
Provides opportunities for children to become independent				
Understands the developmental stages of children				
Records observations of children regularly				
<b>Classroom Management</b>	<b>F</b>	<b>O</b>	<b>N</b>	<b>Anecdotal Notes</b>
Creates an inviting learning environment				
Provides developmentally appropriate activities				
Maintains a safe and clean environment				
Prepares for the day's activities in advance				
The daily schedule is flexible and meets the needs of the children				
Develops goals for each child from observations				
Is an Appropriate role model for the children				
Plans for transitions between activities effectively				
Is flexible and responds to the children's needs appropriately				

<b>Classroom Management</b>	<b>F</b>	<b>O</b>	<b>N</b>	<b>Anecdotal Notes</b>
Uses appropriate behavior management techniques with the children				
<b>Interactions with Parents</b>	<b>F</b>	<b>O</b>	<b>N</b>	<b>Anecdotal Notes</b>
Available and approachable for parents				
Listens and responds to parents professionally				
Keeps parents informed about their child's day				
Shows respect for parents with diverse backgrounds				
Keeps parents informed about upcoming events				
Seeks a partnership with parents				
Encourages parent involvement in the Center				
<b>Interaction with Co-Workers</b>	<b>F</b>	<b>O</b>	<b>N</b>	<b>Anecdotal Notes</b>
Is friendly and respectful				
Is a team player				
Willing to share materials and information				
Communicates directly to avoid gossip				
Accepts constructive criticism as a way to grow professionally				
Is willing to help where needed				

Interaction with Co-Workers	F	O	N	Anecdotal Notes
Solves conflict independently				
Professional Growth	F	O	N	Anecdotal Notes
Participates in workshops and classes				
Applies new information gained from workshops and classes				
Is willing to share new information with other teachers and staff				
Sets goals for personal growth				

Additional Comments:

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Goals and Plans for Improvement:

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Director's Signature

Date

Staff Signature

Date